



Bid Number 50 - 117427

**TWO YEAR CONTRACT TO SUPPLY UTILITY BILLING ENVELOPES FOR THE
JEFFERSON PARISH DEPARTMENT OF WATER**

SEPTEMBER 08, 2016 AT 2:00 PM

ATTENTION VENDORS!!!

**Please review all pages and respond accordingly, complying with all provisions
in the technical specifications and Jefferson Parish Instructions for Bidders and
General Terms and Conditions. All bids must be received in the Purchasing
Department by the bid due date and time.**

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Donna Evans
DMEvans@Jeffparish.net
504-364-2684**

DATE: 8/23/2016

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00117427

JEFFERSON PARISH
PURCHASING DEPARTMENT
P.O. BOX 9
GRETN, LA. 70054-0009
504-364-2678

BUYER: DMEVANS@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 9/08/2016 AND PUBLICLY OPENED THEREAFTER.

LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS
THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from www.purchasing.jeffparish.net and by clicking on Vendor Information. While Jefferson Parish may have these on file, all bidders should furnish their current W-9 Form and respective Tax Identification Numbers with bid submission; records on file may be invalid or expired. The successful bidder must submit a W-9 Form and respective Tax Identification Number upon contract execution. Failure to do so may result in delay of payment.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE
CORRESPONDING INSTRUCTIONS BELOW.

12,13,15

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____ %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: () _____ FAX: () _____

EMAIL ADDRESS: _____

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED

SIGNATURE: _____

Printed Name _____

TITLE: _____

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117427

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO YEAR CONTRACT TO SUPPLY UTILITY BILLING ENVELOPES FOR JEFFERSON PARISH DEPARTMENT OF WATER		
1	360.00	M	0001 URGENT NOTICE WITH INDICIA WINDOW ENVELOPES (UB 1ST CLASS)		
			(NO. 10 ENVELOPE WITH SPECIAL WINDOW PLACEMENT)		
			AS PER ATTACHED SPECIFICATIONS		
2	48.00	LOT	0002 WINDOW PLACEMENT FOR ENVELOPES (EXTRA CHARGE FOR SPECIAL WINDOW PLACEMENT PER ORDER)		
			(THIS IS FOR ONE MOVEMENT DOWN AND ONE MOVEMENT OVER PER PRINTING)		
3	360.00	M	0003 UPCHARGE FOR EACH ADDITIONAL COLOR INK (FOR PRINTED WHITE & COLORED COMMERCIAL ENVELOPES)		
4	20.00	M	0004 URGENT NOTICE WITHOUT INDICIA WINDOW ENVELOPES (UB 1ST CLASS)		
			(NO. 10 ENVELOPE WITH SPECIAL WINDOW PLACEMENT)		
5	48.00	LOT	0005 WINDOW PLACEMENT FOR ENVELOPES (EXTRA CHARGE FOR SPECIAL WINDOW PLACEMENT PER ORDER)		
			(THIS IS FOR ONE MOVEMENT DOWN AND ONE MOVEMENT OVER PER PRINTING)		
6	20.00	M	0006 UPCHARGE FOR EACH ADDITIONAL COLOR INK (FOR PRINTED WHITE & COLORED COMMERCIAL ENVELOPES)		
7	2,400.00	M	0007 RETURN ENVELOPES (NO. 9 ENVELOPE)		
8	2,400.00	M	0008 ENVELOPES (UB) UPCHARGE FOR BACK PRINTING (FOR WHITE & COLORED WOVE ENVELOPES)		
9	1,440.00	M	0009 WINDOW ENVELOPES WITH INDICIA (UB 1st class)		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117427

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
10	48.00	LOT	(NO. 10 ENVELOPE WITH SPECIAL WINDOW PLACEMENT) 0010 WINDOW PLACEMENT ENVELOPES (UB) (EXTRA CHARGE FOR SPECIAL WINDOW PLACEMENT PER ORDER) (THIS IS FOR ONE MOVEMENT DOWN AND ONE MOVEMENT OVER PER PRINTING)		
11	120.00	M	0011 WINDOW ENVELOPES WITH OUT INDICIA (NO. 10 ENVELOPE WITH SPECIAL WINDOW PLACEMENT)		
12	48.00	LOT	0012 WINDOW PLACEMENT ENVELOPES (EXTRA CHARGE FOR SPECIAL WINDOW PLACEMENT PER ORDER) LOCATION:		
13	.00		JEFFERSON PARISH E.B. UTILITY BILLING 1221 ELMWOOD PARK BLVD., SUITE 103 JEFFERSON, LA 70121 ATTN: DIANA EVANS 504-736-6092 THESE DELIVERIES NEED TO BE BROUGHT IN ON HAND DOLLY, GO THRU METAL DETECTOR, AND HAND STACKED IN SUITE 103		



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

Bidders should carefully read and must respond accordingly per the requirements of the bid packages.

Effective August 1, 2016, please be advised:

- Affidavits (Non-Public Works Affidavit or Public Works Affidavit) – as you are aware, bidders are required to submit affidavits pursuant to LA public bid law and Jefferson Parish Code of Ordinances. Bidders must read each bid package to ensure compliance. Effective August 1st, ***affidavits are required with bid submission***. While copies are acceptable to include with bid submission, original affidavits are required upon contract execution. Original affidavits are encouraged with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Upon contract execution, successful bidder must continue producing final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

These changes are pursuant Louisiana Public Bid Law more specifically, Act 406 of the 2016 Louisiana Legislative Regular Session. For the purposes of this communication, this change applies to Jefferson Parish Government bid solicitations only. For more information, please call Jefferson Parish Purchasing at 504-364-2678.

UTILITY BILLING ENVELOPES

DELIVER ALL ITEMS TO:

Utility Billing Dept
1221 Elmwood Park Blvd, Ste 103
Jefferson, LA 70123
Attn: Rennice Young (504-736-6070)

AND

Contact Diana Evans 504-736-6092 (or devans@jeffparish.net) with estimated date and time of delivery within 1 business day of receipt of order.

ALL ENVELOPES SHALL BE DELIVERED TO THE ABOVE-REFERENCED SUITE USING A SMALL HAND DOLLY. ALL BOXES SHALL BE PASSED THROUGH EXISTING METAL DETECTORS AT THE DELIVERY ADDRESS TO THE DESIGNATED LOCATION WITHIN THE OFFICE SUITE. PRIOR NOTIFICATION OF DELIVERY VIA (504) 736-6070 IS REQUIRED. ALL ENVELOPES SHALL BE COMPATIBLE FOR MACHINE INSERTION USING A NEOPOST DS160.

1.) URGENT NOTICE WITH INDICIA (LINE ITEM # 1,2,3)

0001 URGENT NOTICE; WITH INDICIA ENVELOPES (UB 1ST CLASS),
URGENT NOTICE printed, number 10 window, white wove, black ink,
4 1/8inch x 9 1/2inch.
Window size: 4.5inch L, 1.5inch H
Window position: 1/2inch from left edge, 11/16 inch from bottom.

Print parish seal and return address in upper left corner:

JEFFERSON PARISH
DEPARTMENT OF WATER
P.O. BOX 10007
JEFFERSON, LA 70181

Drop down 1/4inch from return address, Print (in 12 font bold):
UTILITY BILL ENCLOSED

Print indicia in upper right corner, each line centered within a box (in 10 font):

FIRST-CLASS MAIL
AUTO
U.S. POSTAGE PAID
NEW ORLEANS, LA
PERMIT NO. 1658

Drop down 1/4inch from indicia, print (in 12 font bold):
ELECTRONIC SERVICE REQUESTED

Just above window in upper right side, 18 font, bold, in red ink
URGENT NOTICE

0002 WINDOW PLACEMENT FOR ENVELOPES

Envelopes (UB) window size and position for white commercial envelopes. Flat charge for custom size and position of window. (UB)

Window size: 4.5inch L, 1.5inch H
Window position: 1/2inch from left edge,
11/16inch from bottom.

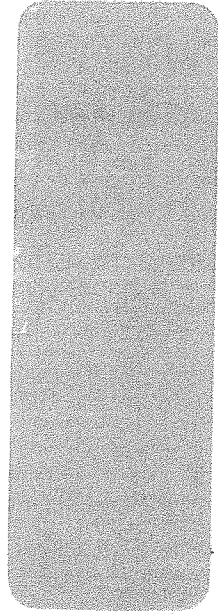
0003 UPCHARGE FOR EACH ADDITIONAL COLORED INK
FOR PRINTED WHITE & COLORED COMMERCIAL ENVELOPES.



JEFFERSON PARISH
DEPARTMENT OF WATER
P.O. BOX 10007
JEFFERSON, LA 70181

UTILITY BILL ENCLOSED

URGENT NOTICE



FIRST-CLASS MAIL
AUTO
U.S. POSTAGE PAID
NEW ORLEANS, LA
PERMIT NO. 1658

ELECTRONIC SERVICE REQUESTED

4.) URGENT NOTICE WITHOUT INDICIA (LINE ITEM # 4,5,6)

0004 URGENT NOTICE; NO INDICIA ENVELOPES (UB 1ST CLASS), URGENT NOTICE printed, number 10 window, white wove, black ink, 4 1/8inch x 9 1/2inch.

Window size: 4.5inch L, 1.5inch H

Window position: 1/2inch from left edge, 11/16 inch from bottom.

Print parish seal and return address in upper left corner:

JEFFERSON PARISH
DEPARTMENT OF WATER
P.O. BOX 10007
JEFFERSON, LA 70181

Drop down 1/4inch from return address, Print (in 12 font bold):
UTILITY BILL ENCLOSED

No indicia.

Just above window in upper right side, 18 font, bold, in red ink
URGENT NOTICE

0005 WINDOW PLACEMENT FOR ENVELOPES

Envelopes (UB) window size and position for white commercial envelopes. Flat charge for custom size and position of window. (UB)

Window size: 4.5inch L, 1.5inch H

Window position: 1/2inch from left edge, 11/16inch from bottom.

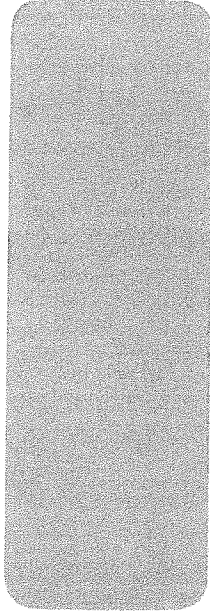
**0006 UPCHARGE FOR EACH ADDITIONAL COLORED INK
FOR PRINTED WHITE & COLORED COMMERCIAL ENVELOPES.**



JEFFERSON PARISH
DEPARTMENT OF WATER
P.O. BOX 10007
JEFFERSON, LA 70181

UTILITY BILL ENCLOSED

URGENT NOTICE



7.) RETURN ENVELOPES (LINE ITEM # 7,8)

0007 RETURN ENVELOPES

Envelopes (UB number 9), printed, number 9, regular white wove, printed one color ink BLACK, (3-7/8inch x 8-7/8inch).

On front of envelope:

In upper right hand corner, using Arial font 10 pt. or equivalent, print:

PLACE
STAMP
HERE

(with a box approximately 3/4inch x 3/4inch drawn around the print.)

Starting 2-3/4inch from the right edge, print the FIM A bars. Top of bars must fall within 1/8inch of the top of the page.

Starting 3-1/4inch from the left edge and 2inch from the bottom edge, using Arial font 12 pt or equivalent, print:

PARISH OF JEFFERSON
DEPARTMENT OF WATER
PO BOX 10007
JEFFERSON, LA 70181-0007

On bottom right of envelope, starting 3-3/4inch from the right edge, print the barcode representation of the address per postal regulations. The bottom of the barcode must be 1/4inch from the bottom edge.

On the back of the envelope, centered beneath the closed flap, using Arial font 14 pt or equivalent, print:

NOTICE (this word must be underlined)

(using arial font 10 or equivalent) print:

Make remittance payable to "Jefferson Parish Department of Water".

Enclose your remittance and stub portion of the bill in this envelope.

Please write account number on checks.

Do not send cash.

(using arial font 12 or equivalent) print:

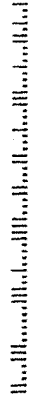
THANKS.

**0008 ENVELOPES (UB) UPCHARGE FOR
BACK PRINTING (FOR WHITE AND COLORED
WOVE ENVELOPES).**



PLACE
STAMP
HERE

PARISH OF JEFFERSON
DEPARTMENT OF WATER
PO BOX 10007
JEFFERSON LA 70181-0007



NOTICE

Make remittance Payable to "Jefferson Parish Department of Water."
Enclose your remittance and stub portion of bill in this envelope.
Please write account number on checks.
Do not send cash.

THANKS.

9.) WINDOW ENVELOPES WITH INDICIA (LINE ITEM # 9,10)

0009 WINDOW ENVELOPES WITH INDICIA

Envelopes (UB 1st class), printed, number 10 window, white wove, black ink,
4-1/8inch x 9-1/2inch.

Window size: 4.5inch L, 1.5inch H

Window position: 1/2inch from left edge, 1 1/16 inch from bottom.

Print parish seal and return address in upper left corner:

JEFFERSON PARISH
DEPARTMENT OF WATER
P.O. BOX 10007
JEFFERSON, LA 70181

Drop down 1/4inch from return address, print (in 12 font bold):

UTILITY BILL ENCLOSED

Print indicia in upper right corner, each line centered within a box (in 10 font):

FIRST-CLASS MAIL
AUTO
U.S. POSTAGE PAID
NEW ORLEANS, LA
PERMIT NO. 1658

Drop down 1/4inch from indicia, print (in 12 font bold):

ELECTRONIC SERVICE REQUESTED

0010 WINDOW PLACEMENT

Envelopes (UB) window size for printed white commercial envelopes. Flat
charge for position and custom sizing of the window.

Window size: 4.5inch L, 1.5inch H

Window position: 1/2inch from left edge,
11/16inch from bottom.

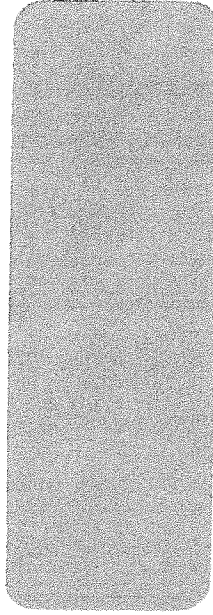


JEFFERSON PARISH
DEPARTMENT OF WATER
P.O. BOX 10007
JEFFERSON, LA 70181

UTILITY BILL ENCLOSED

FIRST-CLASS MAIL
AUTO
U.S. POSTAGE PAID
NEW ORLEANS, LA
PERMIT NO. 1658

ELECTRONIC SERVICE REQUESTED



11.) WINDOW ENVELOPES WITHOUT INDICIA (LINE ITEM # 11,12)

0011 WINDOW ENVELOPES NO INDICIA

Envelopes (UB 1st class), printed, number 10 window, white wove, black ink,
4-1/8inch x 9-1/2inch.

Window size: 4.5inch L, 1.5inch H

Window position: 1/2inch from left edge, 1 1/16 inch from bottom.

Print parish seal and return address in upper left corner:

JEFFERSON PARISH
DEPARTMENT OF WATER
P.O. BOX 10007
JEFFERSON, LA 70181

Drop down 1/4inch from return address, print (in 12 font bold):

UTILITY BILL ENCLOSED

No indicia.

0012 WINDOW PLACEMENT

Envelopes (UB) window size for printed white commercial envelopes. Flat
charge for position and custom sizing of the window.

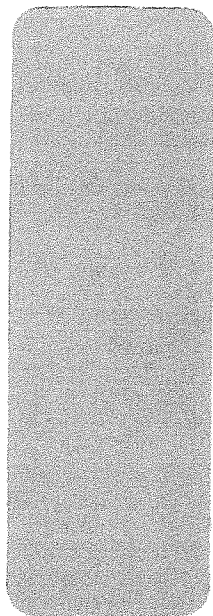
Window size: 4.5inch L, 1.5inch H

Window position: 1/2inch from left edge,
11/16inch from bottom.

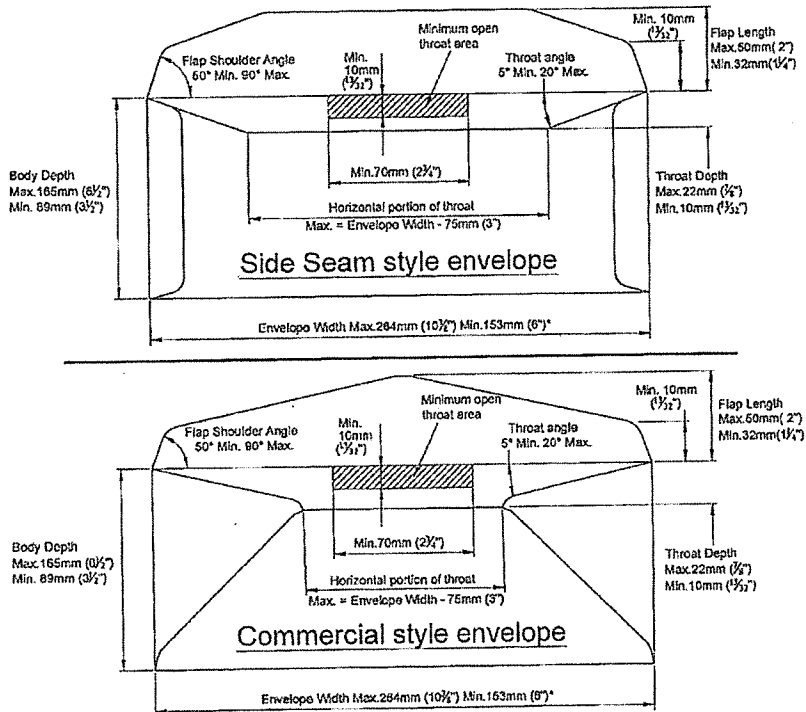


JEFFERSON PARISH
DEPARTMENT OF WATER
P.O. BOX 10007
JEFFERSON, LA 70181

UTILITY BILL ENCLOSED



3.3 Envelope Specification



* Widths from 153mm (6") to 182mm (7") require Narrow Finger Kit A3348A.

Envelope Weight: 70gsm (18lbs bond) min., 100gsm (26lbs bond) max.

Hopper Capacity: Up to 400 of 80gsm (20lbs bond) envelopes.

General Requirements

Envelopes to be good quality machine-fill envelope. Dimensions and quality to be consistent across manufactured batches.

Windows to be securely affixed to within 1.5mm (1/16") of top and side edges.
Top edge to be flat and free from puckering.

Side seams to be securely glued up to top of seam.

Position of internal side seams to give a minimum 5mm (3/16") clearance or overlap to the edge of any Insert.

Pre-scored flap crease to enable the envelope flap to open flat.

cont.

UTILITY BILLING ENVELOPES

A TWO YEAR CONTRACT FOR THE PURCHASE OF UTILITY BILLING ENVELOPES TO BE USED IN THE WATER DEPT. TO MAIL OUT BILLS.

THE ENVELOPES ARE TO BE SHIPPED ONCE EVERY MONTH AS FOLLOWS (UNLESS OTHERWISE SPECIFIED BY TELEPHONE, PURCHASE ORDER, OR EMAIL):

<u>LINE ITEM</u>	<u>DESCRIPTION</u>	<u>QTY. PER DEL.</u>
0001	URGENT NOTICE WITH INDICIA	15,000 (6 BOXES)
0004	URGENT NOTICE W/OUT INDICIA (JAN., APRIL, JULY, OCT.)	2,500 (1 BOX)
0007	RETURN ENVELOPES	100,000 (40 BOXES)
0009	WINDOW ENVELOPES WITH INDICIA	60,000 (24 BOXES)
0011	WINDOW ENVELOPES W/OUT INDICIA	5,000 (2 BOXES)

BOX = 2,500 each

THIS WILL BE A STANDARD ORDER, HOWEVER, THERE MAY BE AN INCREASE/DECREASE IN ONE OR MORE TYPES OF ENVELOPES NEEDED AT A PARTICULAR TIME. THE VOLUME MAY FLUCTUATE FROM TIME TO TIME.

PLEASE CALL DIANA @ 504-736-6092 OR E-MAIL devans@jeffparish.net PRIOR TO SHIPMENT FOR CONFIRMATION OF ORDER (MAY OR MAY NOT HAVE CHANGES).

(THIS IS DUE TO LIMITED STORAGE SPACE, AND ENVELOPES BEING VERY SENSATIVE TO THE HUMIDITY)



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

Bidders should carefully read and must respond accordingly per the requirements of the bid packages.

Effective August 1, 2016, please be advised:

- Affidavits (Non-Public Works Affidavit or Public Works Affidavit) – as you are aware, bidders are required to submit affidavits pursuant to LA public bid law and Jefferson Parish Code of Ordinances. Bidders must read each bid package to ensure compliance. Effective August 1st, ***affidavits are required with bid submission***. While copies are acceptable to include with bid submission, original affidavits are required upon contract execution. Original affidavits are encouraged with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Upon contract execution, successful bidder must continue producing final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

These changes are pursuant Louisiana Public Bid Law more specifically, Act 406 of the 2016 Louisiana Legislative Regular Session. For the purposes of this communication, this change applies to Jefferson Parish Government bid solicitations only. For more information, please call Jefferson Parish Purchasing at 504-364-2678.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

SECRETARY-TREASURER

DATE

Non-Public Works Bid Affidavit Instructions

- Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.
- Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.
- Affidavit must be notarized or the affidavit will not be accepted.
- Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.
- Affiant **MUST** select either A or B when required or the affidavit will not be accepted.
- Affiants who select choice A must include an attachment or the affidavit will not be accepted.
- If both choice A and B are selected, the affidavit will not be accepted.
- Affidavit marked N/A will not be accepted.
- It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized _____ of _____ (Entity),
the party who submitted a bid in response to Bid Number _____, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required
attachment):**

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ there are NO campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B _____ There are NO debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20__.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.